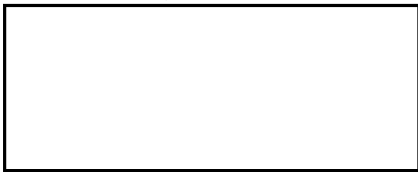



12 Aug 69

STAT



Does this latest
action on O/L
Contract Files

STAT

solve your controversy
with  or will
it complicate it further?

-8

(OVER)

13 AUG 1969

8-13-69
Approved For Release 2006/04/13 : CIA-RDP72-00039R000100100005-3

Mr B -

This proposed
revision does not
touch upon the
problem I have on
contracts. I am concerned
with the ones in
RCS 34-69-D item 12a.

There are for RCS 34-
1-63 item 5b and 7
I recommend that
you approve
Loyd

Approved For Release 2006/04/13 : CIA-RDP72-00039R000100100005-3

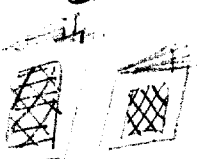
~~SECRET~~

1. Operational
2. Special - sensitive - ^{High Level}
_{one lot}
3. Office ~~Work~~ - Action
4. R + D

Contract

Contract

O. Log Ad.	2500 + over	(6 yr)	1
	less than 2500	(3 yr)	2
	R + D	(Perm)	4



Proj - 17

Perm

0-1-18-2

DD/ST#

2645-67

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

- 1 JUL 1969

RETIREMENT OF CONTRACT PROCUREMENT RECORDS

1. In accordance with agreements reached among the several decentralized contracting teams and their host Offices or Directorates, the following policies and procedures for the retirement and disposal of contract procurement records will apply:

a. Files of transactions valued at more than \$2,500 may be destroyed 6 years after final payment; those of transactions valued at \$2,500 or less may be destroyed 3 years after final payment.

b. Temporary retention of completed files in the current working area of each decentralized contracting team prior to their retirement to the Agency Records Center will be at the discretion of each decentralized team.

c. Each team will be responsible for arranging for the physical movement of its completed contract files to the Records Center after completing the necessary packaging, labeling, and documentation. When contract records are eligible for retirement, the custodian of the records will complete Part I of Records Retirement Request [Form 140] and a Records Shelf List [Form 140a]. The method of preparation and the numbers of copies of the forms are described generally on each.

d. Since contract procurement records may be destroyed according to two different time periods, it is recommended that files of transactions over \$2,500 be processed separately from those of \$2,500 or less to permit a more orderly disposition program at the Records Center.

e. Forms completed in accordance with paragraph 1.c. above will be sent to the Office of Logistics Area Records Officer [OL/ARO] who will complete Part II of Form 140 and forward the necessary copies to the Records Center for acceptance and the assignment of a reference job number. The "Restrictions on Use

DD/ST#
FILE 67

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

of Records" block of Part II will contain both the office designation of the contracting team concerned and "Director of Logistics, or his designee." The rights of reference to the files will not be extended to any other Agency component without the approval of the Director of Logistics after coordination with the chief of the contracting team concerned.

f. Copies of the approved Records Retirement Request and the Records Shelf List prepared by each team will be provided to the team's custodian of records, and copies will be retained by the OL/ARO. Shelf Lists and job numbers will be used to identify those records which might need to be recalled for reference purposes. Both the team concerned and the Director of Logistics or his designee may independently request the records for reference use.

g. Before retiring its records to the Records Center, each contracting team must insure that its contract procurement files contain only contractual documents and supporting papers and that no sensitive operational information is included.

h. The OL/ARO will provide guidance to team records custodians in the performance of their responsibilities concerning contract procurement records.

2. A host Office or Directorate may include contract procurement records in its own Records Control Schedule, however it is suggested that the entry indicate the Office of Logistics as the office-of-record since that Office has the ultimate responsibility for all Agency procurement. The "Cite Schedule or Authority" block [Part II, Form 140] will contain an Office of Logistics Records Control Schedule number.

3. Policies and procedures for the maintenance and retirement of contract procurement records set out in this Procurement Note are in no way concerned with the maintenance and retirement of Research and Development Project Case Files. The

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PROCUREMENT NOTE NO. 27

retirement and disposal of project case files are governed by the criteria of a separate General Records Schedule, are the responsibility of project and/or technical officers, and the only responsibility of a contracting officer in connection therewith is to provide copies of contractual documentation which must be made a part of such files.

4. The operation of these records retirement procedures will be observed and reviewed over the next several months. Each team is requested to share in this review and to offer suggestions which it feels will contribute to the efficiency and effectiveness of the system.



George E. Meloon
Director of Logistics

Distribution:

- 2 - DD/S
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- 1 - SC&PB/OEL/DD/S&T
- 1 - [REDACTED] DD/P
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- 2 - PD/OL
- 1 - Ea. CRB Member ✓
& Advisor
- 1 - SSS/RAB
- 1 - OL/EO/R&SB
- 1 - OL Official
- 1 - D/L Chrono
- 2 - ACRB

ACRB: [REDACTED] (25 Jun 69)

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DD/SIF 2043-67

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

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OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

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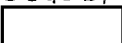
OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

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ACRB  25 Jun 69)

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OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 27

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[Redacted Signature]

25X1

George E. Meloon
Director of Logistics

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- 2 - ACRB

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- 1 - OL/EO/R&SB ✓

25X1

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